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Office of the Attorney General  
Washington, D. C. 20530

February 21, 2003

MEMORANDUM FOR THE DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

FROM:

THE ATTORNEY GENERAL

SUBJECT:

Daily threat analysis and response procedures in connection with the Counter Terrorism Watch Section, Federal Bureau of Investigation

This memorandum clarifies the procedures that are to be undertaken on every work day and such other days as is required for national security. These procedures are to remain in place until directed otherwise and are as follows.

1. The Counter Terrorism Watch Section, along with such other persons as the Director of the FBI and the Attorney General deem necessary, shall provide to the Director of the FBI and the Attorney General a report of such information as is relevant to the question of whether or not warnings or threat information distributions should be made in connection with the level of threats and national security.

2. The Counter Terrorism Watch Section shall recommend to the Director of the FBI and the Attorney General whether or not warnings or threat information distributions should be made.

3. Each day, the Attorney General, in consultation with the Director of the FBI where feasible, shall determine whether or not to take action based on information available to him regarding the level of threats and national security.

4. The following criteria shall be considered in connection with determinations of whether or not warnings or threat information distributions should be made:

- To what degree is the threat information credible?
- To what degree is the threat information corroborated?
- To what degree is the threat specific?
- To what degree of specificity are the actors behind the threat known?
- To what degree of specificity is the instrumentality of the threat known?
- To what degree is the threat imminent?
- What is the scale of the threat?
- Where is the locale of the threat?
- What is the interdiction potential related to the threat?